

OWLSnet Administrative Advisory Committee Meeting

Stephenson Public Library, Marinette
September 15, 2000

Present: Ann Schmitz, Algoma; Kathy Beck, Appleton; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Craig Lahm, Kaukauna; Sue Grosshuesch, Kewaunee; Barbara Wentzel, Theresa Van Himbergen, Kimberly/Little Chute; Pam Ellingson, Lakewood; Lea Ann Pillath, Lena; Ellen Connor, Manawa; Nancy Krei, Marinette; Ann Hunt, New London; Anne Miller, NFLS; Peggy Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Penny Habeck, Shawano; Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Korrin Moede, Suring; Peggy Slicer, Tigerton; Steve Arendt, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Kathy Houlihan, Rick Krumwiede, Holly Otts, Barbara Strauss, OWLS.

1. Call to order and introductions
The meeting came to order at 9:35 a.m.
2. Minutes of the July 21, 2000 meeting
The minutes were accepted as distributed.
3. Brief reports
 - o a. Implementation update: BIR, MAT, COL, CRI, NIA, WAS

BIR is nearing completion of barcoding. Patron registration will be started toward the end of the year, and they will begin circulating early in 2001.

MAT has a growing number of items barcoded.

The four MRT branches are making progress in spite of their telecommunication problem. They are anxiously awaiting T1 lines.

- o b. Other

Library Journal article

Barbara Strauss passed around an article, *Systems, Books, and Delivery Trucks*, from the September issue of *Library Journal*. The article on Westchester County's automated system has a similarity to OWLSnet.

NEWCat training

Barbara Strauss is providing NEWCat training at all OWLSnet libraries. Contact Barbara to schedule a time.

Scheduling report classes

Barbara is offering Geac PLUS report classes. There are openings in the September 21 and November 27 classes, which will be in the OWLS training room. Classes are also scheduled at the Nicolet offices on November 16 (am) and December 6 (pm).

NEWCat Slowness

OWLS is working with Geac on this problem. The network was tested and it was determined that the problem was probably with the NEWCat server and not the network. There will be a NEWCat upgrade this fall, which will group volumes for multi-volume records and may solve the slowness problem.

NEWCat Settings

Suggestions for NEWCat settings are needed from staff on the front lines. The present setting will be evaluated, and some may be changed in the future.

Volume maintenance

A Geac PLUS volume maintenance class is being offered on November 9 at 9:15 a.m. in the OWLS training room.

4. Open discussion on the new email method.

Rick distributed a memo and a document entitled *Questions and Answers about OWLSnet Email Service*. OWLS will continue to provide information on OWLSnet email service.

Gerri Moeller is teaching a class this Fall on Netscape Messenger in the OWLS training room. Terrie Howe is available for onsite training at the NFLS libraries and training for small groups at the NFLS office. Gerri Moeller will also provide onsite training for the OWLS libraries.

Email has been moved from the Geac server to a separate email server. The IMAP email resides on the email server rather than on the PC which allows access to your email from multiple computers. There is a limit to the number of messages you can keep on the server. Each user can store 5MB in the Inbox and 15MB in other folders. If you reach the limit, you won't receive more email-messages will bounce back to the sender. Each user will have to manage their email by deleting old messages or moving messages to different folders. There will be a warning message if your email is approaching the storage limitations. Users should regularly purge the "sent" file.

Email users can create a personal address book that resides on the computer being used. The OWLSnet Directory Server that contains addresses for OWLSnet staff resides on the OWLSnet mail server. Group distributions lists have been replaced with email discussion list (listservs).

Some users have had difficulty unsubscribing and subscribing to wipublib, WISCAT-L or BadgerLink-L listservs. To resolve this, send a message to Bob Bocher (robert.bocher@dpi.state.wi.us), and he will make the address change for you.

Users who share computers to access email accounts are reminded to exit Netscape Communicator to exit email.

5. WATF grant implementation

The minutes of the [Device-based Electronic Book Working Group and Browser-based Electronic Book Working Group meetings](#) are on OWLSweb. There are also two pages, [Cooler by the Lake - Electronic Books](#) and [Appleton Public Library's primer on electronic books](#), put together by APL to explore. Check the charts in the minutes that give answers to questions on DBEB and BBEB.

- o a. Report from the Device-Based Ebook Working Group (DBE)

One rocket book will be purchased for each library. Libraries may purchase more. **By the 25th of September let your system director know how many more to order.** This committee recommends that : 1) libraries will not share the

device readers purchased by the grant during the grant period, 2) each rocket book purchased with grant money will contain the same titles, 3) there will be new codes for ebook circulation, and 4) devices will circulate for 14 days with no renewal.

The physical reader will be cataloged-see test record *RER1*99.

- Loan Category: r
- Item Scat: 390
- Cost: \$200
- Hold Indicators: N

Each library will download titles to a local PC and transfer copies to the rocket reader. There is a need for promotion and training.

- b. Report from the Browser-Based Ebook Working Group (BBE)

Browser-based ebooks live on the Internet and are downloaded for use or read online. WPLC will purchase the ebooks from netLibrary, which will be owned by the WPLC consortium. Bibliographic records for netLibrary titles will be loaded into all of the consortium catalogs. NetLibrary titles can be read at a workstation or downloaded to a reader. There is no cost to the users. Patron accounts are needed to access netLibrary titles.

Each electronic book will be cataloged-see VITTACB99.

- c. Report from the WPLC Steering Committee

Rocket books will be ordered in October and in November you will start seeing them in the catalog. There will be an electronic book overview session at the November AAC meeting about browser-based ebooks and Rocket Books. At a later date WILS will provide additional training.

The WPLC electronic discussion list is open for subscription. To subscribe, send an email to: WPLC-request@mail.owls.lib.wi.us. In the subject field type: subscribe.

6. PLUS Upgrade 3.0: Postmortem

The upgrade went fast and smooth. Libraries were back up in 1-1/2 hours. Barbara will share information about the upgrade in OWLSnet Network News.

There is a high priority SDR for the missing "Not at home" alert at Checkin.

The libraries would like to explore Holds Messaging and School Library Service. More information will be presented at the November AAC meeting.

Changes or problems since the upgrade

- One library reported the terminal freezing up while printing a due date slip.
- When a patron's barcode is changed, a window pops up with a message: "Overriding default category ' '"
- When changing the due date, four digits for the year are now required.

- Problem in Renewal when renewing an item checked out to a different patron. After choosing "Check the item out to renewal patron" an "Unable to Perform" and logout occurred. After logging back in the record was locked.
 - Press [Ctrl-E] if you can't overtype a category.
 - When you press [F12] to Change Type, the default has been changed to "No".
 - NEWCat is now displaying items of multi-volume records, but not the actual volume number. We will have a NEWCat upgrade to correct that problem. Please add a volume number or year in the call number field to help identify specific items.
7. Proposal: All OWLSnet libraries should have a minimum number of two renewal periods for general library materials. (Proposed by Barbara Strauss to facilitate patron renewal in NEWCat.)

Patrons are reporting that they are unable to renew items in NEWCat. Barbara recommended a standardization of a minimum of two renewals for general materials with no open holds. The discussion on this led to a request to revisit the possibility of OWLSnet standardization of circulation rules. Barbara will prepare something for the November AAC meeting.

8. Other business

NEWCat Patron Validation Problems

Validation of some names will not work in NEWCat:

- Last names with a space after two letters
- Last names with a space after three letters if more than three letters are entered
- Last names with apostrophes
- Geac said that the following words used as names do not work: AND, NOT, OR, LE

Geac recommends using a different option for patron verification. The options are:

5. First 4 letters of surname
6. Home phone number
7. Password (same as the CL-CAT Account Password capability)
8. Alternate ID

The libraries decided to continue using the first four letters of the last name as the password. Everyone agreed that they will edit the patron records that might have problems. OWLS staff will prepare detailed directions for editing problem names.

9. Next meeting

The next meeting will be on November 10, 2000 at 9:30 a.m. at the Appleton Public Library.

Sharing info on what modifications or software libraries are using in addition to what is supported by OWLS

Clintonville wants to research programs that would time-out Internet users. APL uses Zoomtest and is planning to setup some early childhood stations with different keyboards. Although OWLS cannot support these programs, it would be nice if OWLSnet libraries would share info and turn to each other for advice.

At the next meeting, APL will have a demo on the enhancements they have for patrons or staff.

The meeting adjourned at 1:30 p.m.